

LMD Work Program
For contracting with Portland State University Population Research Center
And adopting a coordinated population forecast pursuant to Option Three in the
6/25/08 Board Agenda Cover Memo

(Subject to Change)

Phase 1 - Project Development: June 2008 through September 2008

June 2008

Week 1	Conference call and correspondence with consultant to discuss project and distribute background materials
Week 2	Conference call and correspondence with consultant to discuss project and distribute background materials

July 2008

Week 1	Coordinate Scope of work with Portland State University
Week 2	Develop and submit TA Grant Application to DLCD

August 2008

Week 1	Report back to Board of Commissioners on PSU's proposed scope of work
	Seek direction from the Board to proceed with population forecast
Week 2	Present Order to BCC directing the County Administrator to enter into an Intergovernmental Agreement with the Portland State University Population Research Center
Weeks 3-4	Begin processing of IGA with PSU
Week 4	LMD and PSU reviewing and modifying IGA

September 2008

Week 1	LMD develops and publishes project information website
Week 2	LMD and PSU continue to review and modifying IGA
Week 3	LMD Begins gathering spatial data for required analysis
Week 4	LMD and PSU finalizing IGA details

Phase 2 - Forecast Development Stage: October 2008 through March 2009

October 2008

Week 1	LMD and PSU enter into IGA
	LMD and DLCD Enter into Technical Assistance Grant agreement
Weeks 2-4	PSU begins gathering and scrubbing required data for analysis

November 2008

Week 2-4	LMD advertises upcoming coordination-kick off meeting and public methodology review meeting on website and news paper; sends invitations to interested stakeholders
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December 2008

Week 1	Hold coordination kick-off meeting with cities and PSU
Week 1-4	PSU generating preliminary forecasts

January 2009

Weeks 1-2	PSU generating preliminary forecasts
Week 3	PSU delivers preliminary forecasts for review
	LMD circulates preliminary forecasts for review by cities and public

February 2009

Week 1	Hold coordination meeting with small cities and PSU on preliminary forecasts
	Hold public meeting to discuss preliminary forecasts
Week 2	PSU & LMD review comments received regarding preliminary forecasts and circulate summary memo recapping meeting
Week 3	PSU modifies forecasts based on review of preliminary forecasts
Week 4	PSU delivers final forecasts for review

March 2009

Week 1-2	PSU prepares draft forecast report summarizing the forecast results, methods, and assumptions
Week 3	PSU develops and delivers draft forecast report
Weeks 3-4	LMD develops architecture for addendum to RCP Working
Week 4	LMD generates materials for upcoming work session with the LCPC

Phase 3 – Forecast Adoption Stage: April 2009 through July 2009

April 2009

Week 1	LMD generates PAPA materials: Population Forecast Addendum to RCP, implementing ordinance language, etc.
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April 2009, Continued

Week 2	LMD develops background material for upcoming joint hearing of the BCC/LCPC
	LMD sends 45 day notice of proposed amendment to DLCD
Week 3	Hold work session with Planning Commission to familiarize them with the population forecasting project - discuss background, statutory requirements, methodology and process to-date

May 2009

Week 4	Hold 1st joint public hearing of the BCC/LCPC to consider amendments to the RCP to adopt an addendum to the Population Working Paper (PSU presents findings of forecast to BCC)
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June 2009

Week 2	Hold 2nd joint public hearing of the BCC/LCPC to consider amendment to the RCP to adopt an addendum to the Population Working Paper
Week 4	Hold 3rd joint public hearing of the BCC/LCPC to consider amendments to the RCP to adopt an addendum to the Population Working Paper

July 2009

Week 1	LMD sends notice of adoption to parties with standing and DLCD
Weeks 2-4	21 Day Appeal Period until ordinance becomes final